



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: 05/17/99

CLOSING DATE: OPEN CONTINUOUSLY

Recruiting Bulletin No. A.C.E.-99-12

Detroit Regional Office
Detroit, MI

Clerk (OA)

GG-0303-03 (\$ 18,053)

GG-0303-04 (\$ 20,265)

PROMOTION POTENTIAL: GG-04

EXCEPTED SERVICE APPOINTMENT: Not to Exceed 9/30/01

AREA OF CONSIDERATION: All sources

DUTIES: Incumbent performs a combination of clerical duties associated with office processing designed to support the Accuracy and Coverage Evaluation (ACE) program. Receives, controls, and routes incoming mail. Receives and refers telephone calls and visitors. Maintains a variety of logs, correspondence, suspense files, and other technical actions required by the ACE. May assist in scheduling and administering the testing of job applicants. Supports operations as a data entry clerk. May receive, review, and correct payroll records, and other forms related to payroll and timekeeping. Operates various office machines.

QUALIFICATIONS: **GG-03:** Six months of general experience OR one year of education above the high school level. **GG-04:** One year of general experience OR two years of education above the high school level. General experience is progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge, skills, and abilities to perform the duties of the position. You may qualify for a position based on your education, experience, or a combination of both.

PROFICIENCY REQUIREMENTS: Applicants must self- certify their ability to type 40 words per minute with no more than 3 errors.

BASIS OF RATING: Applicants are required to pass a Bureau of the Census written exam.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy, **including the date and time of test**, contact **Kim Estmond at 313-259-0161**.

HOW TO APPLY: Applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume for **each** grade level for which you are applying. (Be sure to state the grade level on each application). List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number and title.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veteran's Preference - Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313) 259-0056.
- Complete application package must be received by the closing date of the bulletin and submitted to:

**Bureau of the Census
Detroit Regional Office
P.O. Box 33405
Detroit , MI 48232
ATTN: Administrative Supervisor**

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.